



# GENERAL RECRUITMENT PROCEDURE

## TITLE I GENERAL PROVISIONS

### Article 1. Scope of Application

This Procedure governs all aspects to be observed in the recruitment of staff at FIBHGM, and is mandatory for the various bodies and personnel of the Foundation involved in the recruitment processes.

### Article 2. Principles Governing Recruitment

The principles to be safeguarded in all selection processes are as follows, in accordance with the labour regulations applicable to FIBHGM and the principles derived from the OTM-R (Open, Transparent and Merit-Based Recruitment) recruitment strategy and policy:

- a) In order to uphold the principle of equality, any discrimination based on gender, age, ethnic origin, nationality, religion or beliefs, sexual orientation, language, disability, political opinions, or social or economic status shall be avoided during the pre-selection, selection, and recruitment processes, as well as in their respective stages.
- b) Merit and ability.
- c) Transparency, ensuring that candidates are informed of the status of their application through the publication of provisional and final resolutions
- d) Publicity of the regulatory bases of the corresponding calls.
- e) Alignment of the calls with the functions and tasks to be performed, as well as the establishment of a scoring system aimed at providing objectivity in merit assessment.
- f) Impartiality, objectivity, and professionalism of the members of the selection committees.

The OTM-R recruitment policy derives from the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers by the European Commission, which essentially aim to apply certain basic principles throughout each selection process to ensure greater transparency and objectivity, thereby preventing situations of disadvantage for candidates.

### Article 3. Publicity, Communications, and Submission of Applications

Job vacancies shall generally be published on the IISGM website, under the Employment section, as well as on the European Union job portal Euraxess (except for temporary replacement positions). However, other appropriate means of publicity may be used to optimise the number of potential applicants for certain positions and to comply with mandatory requirements set by relevant funding bodies.

Job advertisements shall specify the email address to which applicants must send their applications within the stipulated deadline and in the manner prescribed in the call.



#### **Article 4. Evaluation Committee and Functions**

For each recruitment process, an Evaluation Committee shall be established, ensuring professionalism and expertise among its members, and shall be composed of:

- A Chair: the Principal Investigator proposing the recruitment for a specific position within a research project.
- A Member: proposed by the Principal Investigator from among the members of their research group.
- A Secretary: personnel from the FIBHGM Human Resources Department.

The composition of the Committee shall seek to respect gender parity wherever possible and shall be entrusted with the following functions:

- Apply current recruitment regulations.
- Establish scoring and weighting of selection criteria.
- Determine provisional and final acceptance or exclusion of applications.
- Assess candidates' merits.
- Conduct interviews.
- Evaluate any objections submitted, if applicable.
- Propose to the Recruitment Authority (the person occupying the FIBHGM Director position) the hiring of the highest-scoring candidate or, where applicable, the declaration of the process as void or withdrawn.

The Secretary of the Evaluation Committee shall have the following responsibilities:

- Apply the relevant regulations.
- Collect necessary information from the Principal Investigator to complete the recruitment proposal, including the scoring system with selection criteria.
- Publish the corresponding job advertisement for at least ten calendar days, generally.
- Provide the Chair and Member with all submitted applications.
- Publish provisional and final resolutions of accepted and excluded candidates.
- Publish provisional and final resolutions of the assessments conducted by the Chair and Member.
- Make any objections available to the Committee, if applicable.
- Propose to the Recruitment Authority the hiring of the highest-scoring candidate or, where appropriate, the declaration of the process as void or withdrawn.

This body must ensure at all times that there is alignment between the functions and tasks to be performed and the required position, conducting a comprehensive assessment of candidates' knowledge, skills, competencies, and abilities according to the criteria set in the scoring system of the relevant call.



To uphold the principle of equality and prevent discrimination based on gender, age, ethnic origin, nationality, religion or beliefs, sexual orientation, language, disability, political opinions, or social or economic status at any stage of pre-selection, selection, or recruitment, members of the Evaluation Committee must receive specific training in this area.

Where necessary, the Committee may include specialist advisors to provide technical reports that help determine the most suitable candidate for the advertised position.

#### **Article 5. Works Council**

Participation of the Works Council in selection processes shall be guaranteed through prior notification to its Chair via email before the publication of the job advertisement.

The Works Council may appoint a representative to participate in the selection procedures as an observer and guarantor of the process, with voice but no vote.

### **TITLE II RECRUITMENT PROCEDURE**

#### **Article 6. Recruitment Proposal**

The Investigator requesting the HR Department to recruit personnel for a specific position must complete and submit the document entitled **Recruitment Proposal**.

Every proposal must include, at a minimum, the following information:

- Job title.
- Unit publishing the vacancy: department and research group, if applicable.
- For contracts requiring it, the research project(s) financing the position.
- Type and duration of the employment contract.
- Nature of the contract (permanent, temporary, etc.).
- Estimated start date.
- Duties to be performed.
- Gross monthly and annual salary.
- Required qualifications, specifying the minimum education and professional profile.
- Merits to be assessed and scoring criteria.
- Identification of the members of the Evaluation Committee.
- Contact information of the responsible Investigator (or delegated person) for submission and queries regarding the vacancy (email and phone).



## Article 7. Job Advertisement

The HR Department shall prepare the job advertisement based on the Recruitment Proposal and shall publish it, generally for ten calendar days, on the IiSGM website and the European Union employment portal Euraxess.

The advertisement must specify the documentation required from candidates, generally as a single PDF file, including at a minimum:

- Cover letter explaining interest and suitability for the position.
- Updated Curriculum Vitae (CV).
- Copy of national ID (DNI/NIE).
- Copies of academic qualifications.
- Certificates for: completed courses, English proficiency, and IT applications.
- Certificates demonstrating collaboration/training periods in internationally recognised research centres, authorship of scientific publications, and participation in research projects and patents.
- Employment history report.
- Documentation explaining any gaps in professional development: maternity/paternity leave, academic training, prolonged sick leave, etc.

Additionally, the advertisement shall include, either directly or via hyperlinks, the following complementary information:

- Link to the current collective agreement.
- Link to Annex IV of the Agreement regarding access to the Career Path.
- Link to the Recruitment Procedure.
- Link to FIBHGM's Equality Plan.
- Explicit reference to OTM-R policy.
- Explicit reference to personal data protection.

The advertisement shall also indicate how applications should be submitted, by default via email to [empleofibhgm@iisgm.com](mailto:empleofibhgm@iisgm.com), specifying the candidate's name and the job reference number in the subject line.

## Article 8. Selection Process

After the application deadline, the Evaluation Committee shall conduct an initial verification to ensure candidates meet the requirements. Following this, a provisional list of accepted and excluded candidates shall be published on the IiSGM website, with anonymised names and ID numbers, and reasons for exclusion.

Excluded candidates have **five working days** from the first working day after publication to submit corrections and/or appeals.



Subsequently, the Committee shall issue the **final resolution of acceptance/exclusion**, providing detailed justification for exclusions.

Once the resolution is published, the Chair and Member shall evaluate the merits of accepted candidates using the scoring system published in the job advertisement.

After assessment, a provisional resolution shall be published with candidates' scores in descending order. Candidates have **five working days** from the first working day after publication to submit appeals regarding the assigned scores.

If no appeals are submitted within the period, or once any appeals have been resolved and communicated to the candidate, the **final scoring resolution** shall be published.

### **Article 9. Appointment Proposal**

Following publication of the final scoring resolution, the Evaluation Committee shall prepare and sign the **Appointment Proposal** for the highest-scoring candidate.

This Proposal shall include the employment start date and shall be submitted to the Director of FIBHGM, who will formally authorise the appointment by signing the document, concluding the recruitment process.

## **TITLE III FINAL PROVISIONS**

### **Article 10. Merit Assessment**

Merit assessment aims to evaluate common criteria across all FIBHGM job calls, including: work experience, additional academic training, English proficiency, IT skills, training/collaboration at internationally recognised research centres, publications, participation in research projects, and patents. The scoring structure is as follows:

- **Work experience above the minimum required:** 0.5 points per month.
- **Additional academic qualifications:**
  - a) Bachelor's degree: 15 points
  - b) Official Master's degree: 10 points
  - c) Higher Vocational Training: 7 points
  - d) Non-IT/language course 10–25 hours: 1 point
  - e) Non-IT/language course 26–50 hours: 1.5 points
  - f) Non-IT/language course 51–100 hours: 2 points



- e) Non-IT/language course >100 hours: 2.5 points
- **IT training:**
  - a) 10–25 hours: 2 points
  - b) 26–50 hours: 3 points
  - c) 51–100 hours: 4 points
  - d) >100 hours: 5 points
- **English proficiency:**
  - a) B2 certificate: 2.5 points
  - b) C1 certificate: 4 points
  - c) C2 certificate: 5 points
- **Collaboration/training periods at internationally recognised research centres:** 3 points per month (applicable to FIBHGM Functional Areas 1 and 2).
- **Scientific publications** (applicable only to FIBHGM Functional Areas 1 and 2):
  - a) Indexed journals: 2 points per article
  - b) Non-indexed journals: 1 point per article
  - c) Book chapters: 1 point per chapter
- **Participation in research projects** (applicable only to FIBHGM Functional Areas 1 and 2):
  - a) International projects: 2.5 points per Project
  - b) National public projects: 1.5 points per Project
  - c) National non-public projects: 1 point per project
- **Participation in patents:** 2 points per patent (applicable only to FIBHGM Functional Areas 1 and 2).

The maximum score a candidate may achieve is generally **70 points**.

## Article 11. Interview

Every job call shall include an interview to assess the candidate's suitability for the position and their fit within the research project.

Candidates who have achieved at least **70% of the maximum 70 points** in the merit assessment may attend the interview.

Failure to attend the interview shall be recorded as "**Not attended**", resulting in exclusion from the selection process.

## Article 12. Termination of the Selection Process

The selection process shall be concluded upon any of the following circumstances:

- a) Appointment of the candidate with the highest score.
- b) Declaration of the vacancy as void if no candidates apply or none meet the minimum requirements.



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- c) Withdrawal, when irremediable errors are detected in the job advertisement or during the selection process, provided the cause is duly justified

Madrid, on the date of electronic signature.

**THE DIRECTOR OF FUNDACIÓN PARA LA INVESTIGACIÓN BIOMÉDICA DEL HOSPITAL GREGORIO  
MARAÑÓN**

**TERESA FERNÁNDEZ ALONSO**